




KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 12-126	PAGE NUMBER 1 of 2
		SUBJECT: SECURITY AND CONTROL: Firing Ranges	
Approved By:  Secretary of Corrections		Original Date Issued: 12-21-93	
		Current Amendment Effective: 09-07-04	
		Replaces Amendment Issued: 09-21-02	
Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued: 09-30-10	

POLICY

All departmental firing ranges shall be designed and constructed in conformance with safety standards established by a nationally recognized professional organization dedicated to promoting weapon safety. When it is necessary to utilize a firing range owned by another entity (public or private), the principal administrator shall ensure that such firing range meets acceptable safety standards. The principal administrator shall work cooperatively with the other entity to bring a range up to acceptable standard prior to authorizing staff to utilize the range as a site for departmental training activity.

Staff entrusted with the supervision of range activities shall receive adequate instruction in range operation, and modules concerning range safety shall be included in the basic and annual correctional officer training curriculum. All use of departmental firing ranges shall be for official training and/or qualification purposes, and personal use of departmental ranges shall not be permitted. Additionally, all weaponry deployed and/or used on departmental firing ranges shall be of official departmental issue, and no personal firearms and/or ammunition shall be permitted upon any departmental firing range.

The Deputy Secretary for Facility Management shall, through review of relevant reference material and consultation with recognized authorities, establish the criteria and standards by which firing ranges shall be constructed, maintained and operated. Such criteria and standards shall be reviewed at least annually by the principal administrator.

DEFINITIONS

Firing Range: A physical location specifically designed to provide adequate space and equipment for the safe practicing of weapons firing, and used by any agency of the Department of Corrections for weapons training and/or qualification.

Principal Administrator: Person directly responsible for the overall administration of a KDOC facility, parole region, or Central Office work unit.

PROCEDURES

I. Firing Range Design and Construction

- A. The Firing Range Inspection Form (Attachment A, form 12-126-001) shall serve as the current source document for firing range construction and operation standards.

- B. Any requests for deviation from the firing range design and/or construction specifications, as contained within the item descriptions in Attachment A, shall be submitted in writing by the principal administrator to the Deputy Secretary of Facility Management.

- 1. Such requests shall be reviewed and the determination to approve or disapprove the deviation shall be made on a case-by-case basis.

II. Firing Range Inspection and Maintenance

- A. Firing Ranges used by a facility or parole region, whether owned by the Kansas Department of Corrections or other entity, shall be inspected and maintained in accordance with the criteria set forth within the Kansas Department of Corrections Firing Range Inspection Form (Attachment A, form 12-126-001).
- B. Specific procedures covering the use of the Firing Range Inspection Form shall be the subject of facility general orders or parole field service orders issued by each respective principal administrator.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to either employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

IMPP 03-105, 03-108

ATTACHMENTS

Attachment A - Firing Range Inspection Form, 6 pages

**KANSAS DEPARTMENT OF CORRECTIONS
FIRING RANGE INSPECTION**

ITEM	COMP	NON-COMP	N/A	REFERENCE	COMMENT
RANGE SAFETY					
1. Signs are posted at 100 foot intervals along the range perimeter to alert the public of a firing range area. Signs should contain the wording "SHOOTING RANGE AREA - KEEP OUT".				NRA I-1-16 3.05.2.2	
2. The signs have letters which are a minimum of 6 inches in height.				NRA I-1-16 3.05.2.2	
3. The signs are painted blaze orange for high visibility and sharp contrast to the background.				NRA I-1-16 3.05.2.2	
4. At the entrance of the range and in close proximity to the firing lines, a weather proof bulletin board contains the range safety rules and regulations.				NRA I-1-16 3.05.2.1	
5. Only range associated material is placed on the bulletin board.				KDOC	
6. Range rules are covered and explained thoroughly during training classes for staff and outside agency personnel.				KDOC	
7. Range rules are signed by staff and outside agency personnel.				KDOC	
8. Facility range rules are rigidly enforced.				KDOC	
9. Interrogatory and/or declaratory statements are used when giving range commands.				NRA I-2-7 4.04	

ITEM	COMP	NON-COMP	N/A	REFERENCE	COMMENT
10. Range flags are used to signal persons in the area that the range is in use. Flags are raised prior to any shooting and are placed in a visible location.				KDOC	
11. Range flags are, at a minimum, 18 inches by 3 feet, red in color and in either a rectangular, triangular or trapezoidal shape.				NRA II-14-8 3.01.5.6.1	
12. Hearing and eye protection are furnished and used.				NRA II-1-4 3.02.1.a	
13. During the course of fire, the range master is constantly observing the shooters for evidence of shots hitting too high on the berm. When/if this occurs, the range master halts firing and corrects the situation.				KDOC	
14. A telephone or hand held radio is available during range exercises for emergency use.				KDOC	
15. First aid kits are available at the range.				KDOC	
16. The ground between the targets and firing line is free of rocks or other ricochet causing material.				NRA I-1-10 3.04.3	
17. Firing positions are hard surfaced, i.e., concrete, gravel, wood or sod.				NRA I-1-11 3.04.4	
RANGE BERMS					

ITEM	COMP	NON-COMP	N/A	REFERENCE	COMMENT
18.				NRA I-1-13 3.04.5.1.c (II-18-5, 3.02.3.3.2)	
19.				NRA II-2-5 2.04.1.3 (II-18-6, 3.02.3.3.2)	
20.				NRA I-1-12 3.04.5.1 (II-2-6, 2.04.1.5)	
21.				KDOC	
22.				NRA I-1-12 3.04.5.1	
23.				NRA II-2-9 2.06.4.1	
24.					
25.				NRA	

ITEM	COMP	NON-COMP	N/A	REFERENCE	COMMENT
				I-1-13 3.04.5.3.b & c	
26. Side berms are constructed from one or more of the following:				NRA II-2-7 2.05.1	
A. Earth;					
B. Precast panels;				2.05.1.7	
C. Masonry walls;				2.05.1.5	
D. Wooden cribs;				2.05.1.6	
E. Washed gravel;					
F. Crushed rock; or					
G. Poured concrete.				2.05.1.2	
27. Tires used to retain side slopes are covered with a minimum of 6 inches of clean earth.				NRA II-2-8 2.05.2	
TARGETS/TARGET CARRIERS					
28. All targets used at the range are B-27 or equivalent.				KDOC	
29. Targets used by an outside agency are B-27 or approved by the facility.				KDOC	
30. Targets which use a high shot area are placed on the target carrier in a position that ensures the person shooting is not firing at an upward angle.				KDOC	
31. When firing rifles from a raised platform/tower, the target used is B-27 or equivalent.				KDOC	
32. When firing rifles from ground level a reduced size target is used.				KDOC	

ITEM	COMP	NON-COMP	N/A	REFERENCE	COMMENT
33. Rifle firing using reduced size targets is from the most rearward shooting station of the handgun range.				KDOC	
34. When firing is conducted from a raised platform/tower, access to the main firing area is restricted.				KDOC	
35. Targets are not less than 30 feet from the impact berm.				NRA II-18-2 3.01.1.2	
36. If movable barricades are used, they are made from material which will not cause ricochets, preferably soft pine.				NRA I-1-11 3.04.4.2	
37. Ground level earthen berms are used to protect target holders and other range items, instead of railroad ties.				KDOC	
38. Target holders/carriers are made of substances which will not create ricochets. At or below ground level, concrete and steel may be used; above ground level only soft wood or plastic may be used.				KDOC	
RANGE INSPECTIONS					
39. Berms and the area immediately surrounding it are inspected quarterly by supervisory staff.				KDOC	

ITEM	COMP	NON-COMP	N/A	REFERENCE	COMMENT
A. The impact berm is inspected to determine if lead should be mined from the impact area. NOTE: Lead should be mined when there is a noticeable build-up of lead. Build-up is defined as when a collective gathering of lead from the impact area produces a quantity the size of a loaf of bread.				KDOC	
40. At the end of each use, the berm and surrounding area is inspected by the range master to determine if ricochets are occurring. The inspection should include a check of trees, fence posts and other stationary objects which could indicate that lead is escaping the confines of the berms.				KDOC	
OUTSIDE AGENCY USE					
41. All courses of fire for outside agencies are approved by the facility prior to the agency using the range.				KDOC	
42. Any outside agency using the range has a qualified range master on site while shooting occurs on the range.				KDOC	
43. A copy of the outside agency range master's qualifications are kept on file.				KDOC	
44. At the discretion of the principal administrator, a KDOC facility range master is present while an outside agency uses the range.				KDOC	